



Architect of the Capitol
U.S. Capitol, Room SB-15
Washington, DC 20515
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**PRE-PROPOSAL MEETING NOTES
RUSSELL SENATE OFFICE BUILDING
STONE EXTERIOR ENVELOPE REPAIR AND RESTORATION
TUESDAY, OCTOBER 20, 2015, 10:00 AM EST**

- **Welcome and Introductions:**
 - Katie Hoover, Architect of the Capitol, Contracting Officer
 - Joy Jordan, Architect of the Capitol, Project Manager
- **Sign-In Sheet:** All persons present signed the attendance record (see attached).
- **Handouts:** Updated Specifications Sections CD, dated October 20, 2015
- **Meeting Format**
 - o No side bar discussions
 - o Walk the Russell Senate Office Building Courtyard and Exterior
 - o Questions will be submitted in writing at the end and answered via an amendment
- **Questions**
 - o All questions are to be provided in writing (index cards provided). Direct all questions to Katie Hoover, Contracting Officer.
 - o Responses to questions do not change the solicitation document.
 - o In order to maintain the integrity of the procurement, we will not answer questions on a one-to-one basis.
 - o All questions and their answers will be documented. This information will be shared with all potential offerors as an amendment to the solicitation and will be made available for download on the Federal Business Opportunities (FBO) website (www.fbo.gov)
 - o The terms of the solicitation and specifications remain unchanged unless the solicitation is amended in writing.
- **Project Description – Joy Jordan**

This contract consists of a base year and four options (phases).

Base Bid (Phase 1): North façade, C Street and C street Interior Courtyard

Option 1 (Phase 2): East façade, First Street and First Street Interior Courtyard

Option 2 (Phase 3): West façade, Delaware Avenue and the Delaware Avenue Interior courtyard

Option 3 (Phase 4): South façade, constitution Avenue Interior courtyard

Option 4 (Phase 5): Rotunda façade at Delaware and Constitution Avenues and the corresponding Interior Courtyard façade

The major elements of project scope are:

- General Cleaning of the entire building envelope
- Exterior repointing and caulking
- Repair and replacement of damaged masonry
- Restoration of windows and doors
- Seismically reinforce rooftop, select balcony baluster and railings
- Remediation of hazardous materials
- Replacement of copper flashing at balconies, colonnades and roof top areas
- Refurbishment of select historic exterior lighting fixtures
- Installation of a new netting style bird control system
- Repair bronze railing within courtyard
- Replace damaged Belgian block paving in courtyard

- **Solicitation Overview-Katie Hoover**

- o **Pre-solicitation** – The pre-solicitation notice was announced electronically on the FBO website (www.fbo.gov) on August 26, 2015.
- o **Solicitation Publication** –
 - The solicitation for this project was posted electronically on October 2, 2015.
 - Proposals must be received at the address provided in the solicitation (Maryland) **NO LATER THAN 4:00 PM Eastern Time, Monday, November 16, 2010.** **This has been extended to Tuesday, November 24, 2015.**
 - Specification and drawings are only available via a CD. You must request one by email to Katie Hoover at kahoover@aoc.gov.
 - Paper copies of the solicitation documents are not available.
 - It is the contractor's responsibility to check the website regularly for future amendments.
 - The Federal Business Opportunities website (FedBizOpps) at www.fbo.gov includes a notification capability which is available for your use. This service will send an email to a designated address when new postings are made related to a particular solicitation. Please note that this service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this service are ultimately responsible for reviewing the appropriate site for all information relevant to desired acquisitions.
- o **Contract Type** – This is a competitive, full and open procurement. Offers from all responsible businesses will be considered. A firm fixed price contract award will be made to one offeror. Offerors are required to submit Volume I, Technical Proposal in an **original and three copies**, and Volume II, Business and Price Proposal in an **original and three copies, plus a CD with both proposals in PDF form**. The Technical Proposal and Business and Price Proposal are two separate volumes as stated in Section L.1 Instructions for the Submission of Offers and Other Information.
- o **Evaluation Criteria** –

****PLEASE READ THE FOLLOWING SECTIONS OF THE SOLICITATION CAREFULLY:**

-SECTION L INSTRUCTIONS FOR THE SUBMISSION OF OFFERS AND OTHER INFORMATION AND

-SECTION M EVALUATION FACTORS FOR AWARD

-- The solicitation states that all evaluation factors other than price, when combined, are significantly more important than price. However, as these factor become closer in rating, price becomes more important.

-- The Government may elect to accept other than the lowest price proposal when benefits of a higher priced proposal merit the additional cost.

-- The Government intends to evaluate and award without discussions; however, it reserves the right to enter into discussions.

o **Contract Price Schedule –**

-- The Contract Price Schedule is included in the RFP Attachments Package on the FBO website and must be completed in its entirety for the proposal to be deemed complete. We do not know when the options will be exercised, therefore, we built in the ability to include escalation prices based on years.

• **Walk Thru of the Site:**

- o Stay together as a group and do not linger behind.
- o Make a note of your questions and refrain from asking them during the walk thru. We will regroup in the conference room again to address the questions.

- **Future Questions:** Any additional questions you may have during the remainder of the solicitation period must be provided in writing to the Contract Officer. Please email these questions to khoover@aac.gov.